

## HOUSING DIVISION

**Single-family Residential Tax Incentive**  
New Construction/Renovation/Residential Conversions  
**PHASE 1**

### READY FOR REVITALIZATION APPLICATION

**Phase One:** Preconstruction Conditional Approval for Tax Abatement for Three or Less  
Certification consist of a two-phase application process: Phase 1 (Pre-construction) and Phase 2 (Post Construction)

Application Fee:

\$

Plan Approval Date:

Permit Date:

#### Section 1 – Property Owner and Developer Information

**Permanent Parcel Identification No.:**

-

**Year Built:**

**Property Address:**

**Zip Code:**

Current Market Value Total (Land and Improvements)

\$

**# of Units:**

*As indicated on Franklin County Auditor's website.*

**Property Owner:**

**Developer** (if applicable)

**Contact**

**Mailing Address** (if different):

**Phone Number:**

**Email Address:**

#### INSTRUCTIONS:

- Please complete section A through E (Pages 1-3) for Phase 1 and Section E through H (Pages 4-6) for Phase 2.
- Complete a separate application for each Parcel Identification Number.
- List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified House Number/Address Plat for address changes.
- Processing time may take up to 6 weeks to complete applications.

## READY FOR REVITALIZATION APPLICATION

### Section 2 – Property Information

#### A. Community Reinvestment Areas (CRA):

Your property must be located within one of seven (7) Columbus CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

- |                                               |                                                |
|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Hilltop: Area D      | <input type="checkbox"/> North Central         |
| <input type="checkbox"/> Livingston and James | <input type="checkbox"/> Southside: Area C     |
| <input type="checkbox"/> Milo-Grogan          | <input type="checkbox"/> Weinland Park: Area F |
| <input type="checkbox"/> Near East            |                                                |

#### B. Construction & Occupancy Type (Required):

##### 1. Type of Improvement:

- ☐ New Construction - (New Build without Existing Structure).  
☐ Renovation - (Alter, Remodel, Restore, Improve Existing Structure or New Garage Build)  
☐ Conversion from Non-residential to Residential

##### 2. Occupancy:

- ☐ Owner-occupied ☐ Rental

#### C. Construction Estimates:

##### 1. New Construction

a. Estimated total cost of New Construction: \$

##### 2. Renovation:

a. Estimated total cost of Renovation: \$

##### 3. Written Description

- a. Provide a (1) one page narrative of improvements to include Scope of Work and the following information: 1) Total Square Footage 2) Number of bedrooms and baths 3) Garage spaces and include if garage is attached or detached.

##### 4. Bid Estimate from contractor (Attach copy).

##### 5. Projected Completion Date:

##### 6. Building Permit Number (Attach copy)

##### 7. Submit the following Photos:

- a. Properties or vacant land on either side and directly across the street. (Attach copy)  
b. Front and rear photos of property to be renovated. (Attach copy)  
c. Pre-construction photos of interior projects. (Attach copy)

## READY FOR REVITALIZATION APPLICATION

### Section 3 – Affordability Election

#### E. Applicant Certification for Phase One Preconstruction Application:

##### Does Property Owner owe:

1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? Yes ☐ No ☐
2. Any other monies to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes ☐ No ☐

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

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Signature of Owner(s) of property as recorded

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Date

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Printed Name and Title

Please mail or submit in-person **originals** of pages 1-3 of this application to:

**Department of Development, Housing Division**  
**Attn: Michelle Castrogiovanni, Residential Tax Incentive Program**  
**111 N. Front Street, 3rd Floor**  
**Columbus, OH 43215**

For further information regarding this program please call Michelle Castrogiovanni at (614) 645-3219 or by e-mail at [mrcastrogiovanni@columbus.gov](mailto:mrcastrogiovanni@columbus.gov) or visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

# HOUSING DIVISION

**Single-family Residential Tax Incentive**  
New Construction/Renovation/Residential Conversions  
**PHASE 2**

## READY FOR REVITALIZATION APPLICATION

### Phase Two: Post Construction Certification for Tax Abatement for Three or Less Units

#### **A. Community Reinvestment Areas (CRA):**

Your property must be located within one of seven (7) Columbus CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

- |                                               |                                                |
|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Hilltop: Area D      | <input type="checkbox"/> North Central         |
| <input type="checkbox"/> Livingston and James | <input type="checkbox"/> Southside: Area C     |
| <input type="checkbox"/> Milo-Grogan          | <input type="checkbox"/> Weinland Park: Area F |
| <input type="checkbox"/> Near East:           |                                                |

#### **B. Occupancy:**      ☐ Owner-occupied    ☐ Rental

### Section 1 – Property Owner and Developer Information

**Permanent Parcel Identification No.:**

**Year Built:**

**Property Address:**

**# of Units:**

**Project Name (if applicable):**

**Management  
Company:**

**Property Owner/Developer:**

**Mailing Address:**

**Phone Number:**

**Email Address:**

#### **Please Note:**

1. **DO NOT** e-mail Applications.
2. Incomplete Applications **will** be delayed.
3. Applicant agrees to supply additional information upon request.
4. Property will be subject to annual exterior inspection during the abatement period.
5. Contact Economic Development at (614) 645-8616 for Non-Residential Tax Incentives.

## READY FOR REVITALIZATION APPLICATION

### C. Final Construction Information:

#### 1. **New Construction** – (New Build Improvement without existing structure).

If applying for New Construction, please **complete** this section, and **submit** the following:

- a. Total actual cost of new construction \$
- b. Building Permit Number (Attach copy)
- c. Issuance Date of Building Permit  /  /
- d. FINAL Certificate of Occupancy (Attach copy)
- e. Completion Date  /  /
- f. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (Attach copy)
- g. Photos of Front and Back of exterior property.

#### 2. **Renovation:** - (Alter, Remodel, Restore, Improve existing structure or New Garage Build)

If applying for Renovation, please **complete** and **submit** the following:

- a. Total actual cost of Renovation \$
- b. Include with the application documentation to support **total** cost of Renovation: (Attach copy)

##### **Three acceptable examples are:**

- i. Notarized Affidavit of final draw payments of the construction contract and a description of the work completed.
  - ii. Notarized List to include general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included.
  - iii. AIA Application and Certificate for Payment Document G702
- c. Building Permit Number (Attach copy)
  - d. Issuance Date of Building Permit  /  /
  - e. Certificate of Occupancy (Attach copy) Completion Date:  /  /

**A separate Certificate of Occupancy** is required if the improvement included an addition, alteration or if the property was vacant prior to construction. Contact Building and Zoning Services at (614) 645-7433 to obtain a copy or for more information.

- f. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (Attach copy)
- g. Photos of Front and Back of property and completed project (Attach copy)

## READY FOR REVITALIZATION APPLICATION

### D. Applicant Certification for Phase Two Certification Application:

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

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Signature of Owner(s) of property as recorded

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Date

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Printed Name and Title

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